

4/5/2016



Director of Equalization
Brookings County
520 3rd St Suite 110
Brookings, SD 57006
(605) 696-8220
CLilla@brookingscountysd.gov

April 4, 2016

Office Goals

Long Standing, Continuing Office Goals:

- *To follow all SDCL requirements of the DOE office*
- *To maintain a well-trained, educated staff that understands their duties within our office, open lines of communication between leaders and staff*
- *To fairly and equally assess all property in Brookings County*
- *To guide, assist and educate the public on property assessments*
- *To promote public confidence and trust within our office and within county government*
- *To be ever mindful that we work for the citizens of Brookings County as we perform our daily duties*
- *To maintain a fiscally responsible office*
- *To maintain accurate record keeping with updated data collections*
- *Develop policies and procedures to maintain an efficient office; to meet the needs of the public and employees*
- *Awareness of employee's accomplishments*
- *Work closely with County Commissioners to complete any assigned projects*
- *To create and maintain a good working relationship with all county entities, to assure accurate assessments to further relate to fair and equal taxation*
- *Create strong relationship with SDAAO and other organizations in our field*

Short Term Goals: Annually

- *To meet the goals of the assessment plan*
- *To complete all building permits and rechecks in a timely fashion*
- *To complete and maintain all necessary programs within the office, ie: Owner occupied, Exemptions, DF, TIF, Elderly Freeze etc.*
- *To file all necessary reports to Pierre by or before statutory deadlines*
- *Receive an exemplary audit report from SD DOR*
- *To study and analyze all sales, to determine market value of all properties*
- *To mail all assessment notices on or before the statutory date*
- *Be prepared to support and defend annual assessments during appeal processes*

- *Annually inform all entities of any changes in our process or in the assessments*
- *Submit a responsible budget with a conscientious effort to meet the needs of the office and the public*
- *To meet all training and educational requirements for certification and staff improvement; attend educational conferences when applicable and feasible*
- *Review the efficiency & technical qualities of current office software*
- *Review all vehicle & office equipment reliability & conditions*
- *Maintaining and reviewing real estate website (Beacon)*
- *Study and keep on top of legislative proposals that may affect our office*
- *Train all personal in new positions of Director, Deputy and Appraiser*
- *Provide additional training opportunities for staff in new positions beyond office training*

Long Term Goals: 5 to 10 Years

- *Upgrade older vehicles to newer models – one or two /year as budget allows*
- *Analyze current software programs and upgrade if necessary to more efficient, time saving, accurate models. We may be forced within the next 10 years to transfer to a new CAMA program*
- *Research and implement new technology methods to be used out in the field if the right product is discovered*
- *More paperless options if deemed more feasible and efficient*
- *Be in constant contact with current and new vendors, looking toward new technical programs to improve efficiency and accuracy*
- *Continual physical review of all county parcels, on a rotational basis, to cover the entire county every 7-8 years. Currently we will complete this cycle in 2016 and then start another 7-8 years cycle. This can be maintained with the current staffing and foregoing any changes in legislation that could detour this process*

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Blue Font = Annually

Orange Font = Next 4 years

Black Font = 1 time in next 5 years

Short Range Needs – 1-5 years:

Training / Travel Expenses:

\$15,000 annually

DOE office requires school, conferences, workshops & USPAP course for all certified appraisers every year. ProVal conference / CAMA system is a \$4000 expense every year for 2 people to attend. Last couple of years only sent 1 as per family needs. Budget for two and send two when possible. Cross Training.

Vehicle Expense –

\$18,000 Next Four Years

Computer Replacement – office wide / 7 units

\$5000 1 time only

Long Term Needs – 5-10 years:

Computer Replacement – office wide / 7 units

\$5000 1 time only

Replace Copy Machine

\$5000 1 time only

Review Computer Software County Wide

???

Review ProVal CAMA System

???

Travel Expenses:

\$15,000 annually

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DOE office requires school, conferences, workshops & USPAP for all certified appraisers every year. ProVal conference / CAMA system is a \$4000 expense every year to send two for cross training.

*Vehicle Expense – \$20,000 annually / 5 years
Possibly in 2024 - 2025 if the vehicles start needing to be replaced again.
Hopefully replacements above – last for 10 years.*

Facilities for our office should be sufficient for years to come.